



**Job Description:** Pre-K Teacher

**Job Status:** Part-Time (M-F 7:45am – 1:15pm)

**Reports to:** Division Head

**Schedule:** School year

**Summer duties:** Professional Development & Preparation for Upcoming Year

### **Position Summary**

The pre-k teacher is a valuable part of the St. Paul's teaching team. They work closely with the other grade level teachers to ensure a quality pre-kindergarten program for our students.

### **Major tasks & duties**

- Work individually with students, specialists as needed, parents, colleagues and administrators to develop and implement the best instructional approaches for young children.
- Using standards, plan and deliver developmentally appropriate lessons that integrate PBL and STEAM for pre-k students.
- Work closely with the team to assess student academic levels and plan and deliver lessons.
- Provide clear and timely communication with colleagues and parents both in writing and face to face as needed.
- Collaborate with the pre-k team to conduct parent/teacher conferences and be available to meet with parents as needed.
- Prepare and submit a weekly online post updating the community on what is taking place each week in pre-k.
- Collaborate with the pre-k team to complete grade cards and comments two times per school year.
- Order and maintain appropriate pre-k supplies and materials and work within provided budget.
- Work collaboratively to achieve the mission of the school.
- Teach chapel lessons and integrate the life skills into the curriculum. Be an active participant and role model during all chapels.
- Set an example of intellectual curiosity, critical thinking, life-skills, self-motivation and self-discipline.
- Model competence, personal responsibility and respect for others in every aspect of the job.
- Meet regular and predictable attendance requirements, including attending division and all school meetings, division and all school chapels, professional work days, and admissions related events.
- Act as an ambassador for the school by attending school-wide events and supporting the school community outside of the classroom whether it's at special events, sporting events, or in other venues.

### **Minimum qualifications**

- Bachelor's degree in related field.

### **Physical demands**

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

### **Position Benefits**

St. Paul's offers a salary and benefits package that is highly competitive when compared with regional public, parochial, and independent schools. Benefits include health, dental, and vision insurance, 80% tuition remission for faculty K-8 children (25% for early childhood), a generous 403(b) retirement plan, ongoing professional development opportunities, and free lunch.

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.